

Permit#



City of Venice  
Building Department & Planning and Zoning  
www.VeniceGov.com

## New Tenant Occupancy Information Form

Date: \_\_\_\_\_

Parcel ID # \_\_\_\_\_

New Business Address (Include Unit #) \_\_\_\_\_

Business Name \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Business Information

Describe the Purpose/Activity of the Proposed Business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Employees \_\_\_\_\_ Max. Proposed Number of Occupants \_\_\_\_\_

Former Business Name \_\_\_\_\_

Describe the Purpose/Activity of the Former Business

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Employees (Former Business) \_\_\_\_\_ Max. Permitted Number of Occupants \_\_\_\_\_

Has the location been vacant for any period of time? ☐ Yes ☐ No If yes, how long? \_\_\_\_\_

Do you plan to make any changes to the space? ☐ Yes ☐ No If yes, describe \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Plan Requirements

Provide two sets of a floor plan drawn to scale showing all relevant information such as adjacent businesses, rooms and their designated use, doors, windows, display fixtures, counters, cabinetry, cooking facilities and/or seating layout.

The information provided is true and complete to the best of my knowledge:

Print Name

Title

Signature

Date

**Permit Requirements**

The information provided is used to ensure that the business/ proposed use can operate safely within the existing building or space.

When a change of occupancy occurs, as defined in Section 202, 2014 Florida Building Code, Existing Building, or if an alteration or addition is proposed, the business owner must ensure that all permitting and inspection requirements have been met in accordance with 553.79(1) Florida Statutes and City of Venice Ordinance 90-101.

When a change of tenant or owner occurs with no change of occupancy (as defined in Section 202, *General Definitions*, 2010 Florida Building Code, Existing Building), a general life safety permit is required in accordance with Section 101.4.2 *Buildings Previously Occupied*.

**Signage**

If the business wishes to change the existing signage or install a new sign, a sign permit must first be obtained.

**Staff Use Only**

**Proposed Use/Occupancy Classification (For mixed use, choose all that apply)** (see attached reference):

☐ Assembly      ☐ Business      ☐ Educational      ☐ Factory/Industrial      ☐ High Hazard  
☐ Institutional      ☐ Mercantile      ☐ Residential      ☐ Storage      ☐ Utility

**Former Use/Occupancy Classification (For mixed use, choose all that apply)** (see attached reference):

☐ Assembly      ☐ Business      ☐ Educational      ☐ Factory/Industrial      ☐ High Hazard  
☐ Institutional      ☐ Mercantile      ☐ Residential      ☐ Storage      ☐ Utility

Are there any proposed renovations or improvements to the building? ☐ Yes ☐ No

Is there a change in the Occupancy Classification in accordance with Ch.9, 2014 FBCE? ☐ Yes ☐ No

Is there a change in the purpose or level of activity within the building that involves a change in application of the requirements of the 2014 Florida Building Code? ☐ Yes ☐ No

Permit Required: ☐ Life Safety      ☐ Change of Occupancy      ☐ Other \_\_\_\_\_

Comments:

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_